

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
DONALD A. RUSSELL MEETING ROOM
OCTOBER 17, 2019 – 7:00 P.M

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
William Thompson

MEMBER(S) ABSENT: Roland Tufts

STAFF PRESENT: Town Manager, Richard Roedner; Assistant Town Manager Derek Scrapchansky

A meeting of the Topsham Board of Selectmen was held on Thursday October 17, 2019 in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine.

CALL TO ORDER

Chairman David Douglass called the regular meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE/ROLL CALL

All present were invited to stand and recite the Pledge of Allegiance to the Flag. The recording secretary took the roll call and noted that all members were present, except for Selectman Tufts, who had been excused.

TOWN MANAGER'S REPORT

The hours for household hazardous waste collection at the Landfill on Saturday, **October 19** has been extended to 9:00 a.m. to 2:00 p.m. Paints, latex and oil base, should not be brought to this site. They can be brought to the Sherwin Williams at the Topsham Fair Mall.

The next Drug Take-Back will be held on Saturday, **October 26** from 10:00 a.m. to 2:00 p.m. at the Police Department. This is for any unused or unwanted drugs; no liquids and no needles will be accepted. (Selectman Lyons noted that needles can be put in detergent bottles, sealed and marked “needles in bottle” and put in your regular trash containers.)

Sunday, **October 27** from 9:00 a.m. until noon is the dedication of the mountain bike trail at the Solid Waste Facility .

October 31 is the Halloween celebration which will kick off in front of Smity’s and go down to Hannafords.

Dog licenses are now available. Avoid the late January rush as there is a fine as of February 1st. You can do it on line.

BOARD AND COMMITTEE REPORTS AND UPDATES

Update from Brunswick-Topsham Water District

Stu Kay and Yvette Meunier presented the Annual Water Quality Report. Ms. Meunier said the District has 21 full-time employees and a \$5 million dollar budget for 2020. They deliver an average 2 million gallons of water per day to 7,226 users, 2/3 of which are in Brunswick and 1/3 in Topsham.

Sources of supply are all from groundwater taken from various wells:

- Jackson Station, Topsham: One 24-inch diameter well and one 18-inch diameter well.
- Jordan Avenue Station, Brunswick: 138 2.5-inch diameter wells.
- Taylor Station, Brunswick: One 24-inch diameter well, one 18-inch diameter well and one 12-inch diameter well;
- and the Williams Station in Brunswick with one 12-inch diameter well.

The water distribution system includes approximately 120 miles of water main, two storage tanks, 7,226 services, and 1,100 private and public hydrants. In 2018 an average of 2.05 million gallons of water per day was delivered to customers. February 5 was our highest demand day in 2018 delivering 3.4 million gallons of water.

Stu Kay said the District is busy working on their Master Plan. The goal is to have as few failures as possible in the system and to keep abreast on necessary water main replacements. Mr. Kay said there is a significant difference in the number of breakages between Topsham and Brunswick and that of other towns due to continued replacement of mains as needed.

Ms. Meunier passed out a brochure giving the Annual Water Quality Report.

Update from the Conservation Commission

Raija Suomela, a member of the Conservation Commission, presented an update to the Board. She said some of their major successes for the year included:

- Support of the Comprehensive Plan and involvement in reading sections, commenting on them and commenting on the open spaces.
- Wrote a letter of endorsement or celebration of the natural resources in Town.
- Endorsed the plan which was successfully accepted at the Town Meeting.
- Paper Streets – Helped assess an inventory of paper streets and continue to look at them at meetings to assess their value.
- Hosted an event at the Town Library to educate citizens of the purpose of our commission.
- Continue to support work with invasive plant awareness and removal.
- Implemented a disposal location at the Solid Waste Facility.
- Worked with forrester with tree clearing at the recreation field which included a lot of volunteer time clearing invasive plants.
- Assess the Town's conservation easement properties.

Chairman Douglass asked how he can identify what the invasive species are. Ms. Suomela said there is a sign at the landfill. Also, there is a link on the website for residents to be able to identify the plants. Selectman Lyons asked if a list could be left at the Town Office.

Chairman Douglass asked how one would know when volunteers are needed and how volunteers are identified. Ms. Suomela said the Commission mostly does the needed work within the group. Town Manager Roedner noted that Bowdoin College has a day when they offer volunteers to the Town and the Commission usually accepts the students and puts them to work on various projects.

Update TDI/ECD

John Shattuck, Topsham Economic and Community Development, Inc. Director gave an update including:

Build Maine (BME) Strategic Planning Effort

- Annual project going well. Continuing to work with BME on a municipally focused planning effort.
- Joined in a BME presentation to municipal attorneys in Portland.

Assistant Planner Interviews

- Mr. Shattuck joined Mr. Scrapchansky, Mr. Melanson and Ms. LeDuc to serve on the interview panel for the Assistant Planner position.

Design Advisory Committee (DAC)

- Contacted MDOT asking for their final costs for amenities. They expect to have this by the end of this month.
- DAC will probably meet one last time in early November to look at the final rendering.
- DAC leadership will meet with the Town leadership to discuss local cost shares.

During a discussion on the bridge, the Town Manager asked what DOT says in terms of start time. Mr. Shattuck said there are some utility issues and issues with the Brookfield Dam, so the startup has been deferred. RFP's will go out in August and the process will take 1 to 3 months so, realistically, there won't be any building season left in 2020. The goal now is to start in 2021. This will give the Town a couple of budget years to plan. It appears we won't expend any money in the 2021 budget.

PUBLIC COMMENT – None noted

CORRESPONDENCE – None noted

ADJUSTMENTS TO THE AGENDA – None noted

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen's Meeting of September 19, 2019

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To table any action on the minutes of September 19, 2019.

2. Approval of the minutes of the Regular Selectmen meeting of October 3, 2019

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To approve the minutes of the regular selectmen's meeting of October 3, 2019.
(The vote was 3 in favor with 1 abstention [Selectman Brilliant]).

PUBLIC HEARING – None noted

UNFINISHED BUSINESS – None noted

OLD BUSINESS – None noted

NEW BUSINESS – None noted

EXECUTIVE SESSION

19-78 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. §405 (6) (A TO DISCUSS A PERSONNEL MATTER

At 7:37 p.m. motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To move into Executive Session to discuss agenda item 19-78. All Board members were present, along with Town Manager Rich Roedner and Assistant Town Manager Derek Scrapchansky.

The Board returned from Executive Session at 8:06 p.m. with all members and staff still present.

Motion was made by Chairman Douglass, seconded by Selectman Thompson, and it was unanimously

VOTED

To provide a 1.5% Cost of Living Increase to all non-union employees, to reflect the last 12 months of CPI-U, and a 1.5% wage adjustment to maintain competitive positioning in the

overall market, retroactive to July 1, 2019. Further, the Town will maintain the current HRA contribution levels for calendar year 2020.

During discussion, it was noted that funding would be provided to the Library to maintain consistency with comparable Town positions.

All voted in favor.

ADJOURN

Motion was made by Chairman Douglass, seconded by Selectman Brillamt, and it was unanimously (of those present)

VOTED

To adjourn the meeting at 8:08 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary